

Chief, Management Staff

22 November 1957

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Weekly Report - Week Ending 22 November 1957

1. Contributions

a. Tangible

- (1) The Records Center received 115 cu. ft. of inactive records. An accumulation of 244 cu. ft. of records which had been awaiting destruction for some time were transported to the Incinerator, operated by the D. C. Government and destroyed there. This was accomplished by professional type personnel from the Records Center performing most of the labor.
- (2) Installed the Subject Numeric Filing System in three branches of the Materials Division, GMA. Five cubic feet of records were destroyed in connection with these installations and it is expected that additional materials will be eliminated.
- (3) Completed 9 new and revised forms. Four of the completed items are the new dispatch forms. It is expected that these 4 new forms will replace 7 now in use. Other advantages of the new forms will be:
  - (a) Fewer multiple page dispatches - the new forms provide 45% more useable space.
  - (b) Reduced handling time - carbon interleaved construction accomplished this.
  - (c) Reduction in number of copies from 5 to 6 parts.
  - (d) Savings in time required to type dispatch. Accomplished by removing true name signatures from record and office copies and placing them on cover sheet.
- (4) Developed an article on Shelf Filing for the next issue of the Support Bulletin.
- (5) Reviewed the excess material list submitted by the Office of Logistics and recommended extension of their disposal date to permit utilization of steel filing equipment valued at over \$15,000.

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b. Intangible

- (1) Tested the Classified Message Form; determined that it did not meet specifications and proposed to the Office of Logistics that the supplier replace the order with suitable stock.

2. Assignments - Active

a. Audit of Records Control Schedules.

- (1) Office of Personnel - 90% complete.
- (2) Office of Operations - One portion of the schedule completed and forwarded for coordination.

b. Installation of Filing Systems.

- (1) Completed installations in three branches as indicated in 1 a (2)
- (2) Office of Personnel

c. Survey of Personnel-type Vital Records.

d. Twenty-three new and revised forms in process.

e. Form Management Study, Printing Services Division.

f. Review of Requisitions for Filing Equipment and Supplies.  
Approved requisitions for four pieces of equipment.

g. Shelf File Installations

- (1)   Office of Communications.
- (2) Engineering Division, Office of Communications.
- (3) Personnel, Office of Communications.
- (4) Industrial Register/OCR - Equipment delivered by supplier did not meet specifications; will be returned.

h. Map Library Division. A preliminary recommendation has been made which should provide 400 more cubic feet of useable file space in the same floor area now occupied. A floor plan is now being developed and if the floor loading limitations in this building can be overcome a substantial advantage will be accomplished by the utilization of shelf file installation.

i. File Index, Graphics Register.

Completed fact finding and evaluation of equipment best suited for this project. Proposal accepted pending review of equipment by Graphics Register personnel.

3. Assignments - Inactive

- a. CI/OA Space Layout and Equipment Survey.
- b. Office of Security, Shelf File.
- c. Finance Division, Shelf File.
- d. Shelf File Installation, Library, Office of Communications.

4. News

- a. Six members of this Staff and 8 representatives from other Agency offices attended the Intragency Conference on the subject of Records problems dealing with Financial Matters.
- b. Four representatives from this Staff attended the Luncheon meeting of the American Society for Public Administration.

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